

(Agency Letterhead)

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[Pick the date]

RE: IMPORTANT TAX RETURN DOCUMENT AVAILABLE

«GreetingLine»

W-2 forms for calendar year 2012 are now available in Louisiana Employees On-line (LEO) for all active employees who elected to self view and print their W-2's on-line. See below for additional details and instructions on how to access your W-2.

- Active employees must have provided consent in LEO by December 31, 2012 in order to access their 2012 W-2 at this time.
- In order to self view and print your W-2, you will need an internet connection, web browser, access to LEO with active password, and Adobe Acrobat software.
- Log in to LEO at <https://leo.doa.louisiana.gov/irj/portal> using your User ID and password. Follow the on-line instructions to view and print your W-2.
- Consents provided by the December 31, 2012 deadline will remain in force for all future reporting years until either you terminate employment or revoke your consent in LEO.
- Separated employees and employees not providing consent by the December 31, 2012 deadline will receive a paper copy via the United States Postal Service (USPS). Paper copy W-2's will be mailed on Thursday, January 31, 2013.
- If you did not consent to receive your 2012 W-2 on-line but would like to do so for your 2013 W-2, you must provide consent in LEO by the December 31, 2013 deadline.
- Active employees who did not choose the on-line self view and print option and who need a duplicate copy of their W-2 may obtain a copy from LEO beginning February 1, 2013.

If you have any questions regarding this process, please contact [Agency Contact Name] at [phone #].

Sincerely,

Payroll Department/Human Resources Department